

LEGISLATIVE COUNCIL POSITION DESCRIPTION

(THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT.)

POSITION: Attorney I

AGENCY: Legislative Service Bureau

DIVISION: Legal

SALARY SCHEDULE RANGE: I

STATUS: Full-time

GENERAL DESCRIPTION OF POSITION:

This employee functions as an entry level staff attorney to serve as nonpartisan legal counsel to the Michigan Legislature. The Attorney I position includes assisting legislators and their staff in drafting bills, substitutes, and amendments, and tracking assigned bills through the legislative process. Individual attends legislative committee and work group meetings, and responds to technical and legal questions concerning legislation.

In addition to bill drafting, this position conducts legal research, analyzes legal documents, and writes legal and research memorandums for legislators and other Council personnel.

The Legal Division of the Legislative Service Bureau consists of four levels of attorney positions. Each level is similar in its core set of functions for the division, but each level requires progressively more depth and breadth of specialized knowledge, expertise, and responsibility.

EXAMPLES OF WORK:

- Entry level work requires intensive training and study to acquire an understanding of legislative drafting rules and the legislative committee process. Learns applicable statutory rules and requirements, bill drafting format and language requirements, and Council policies and procedures.
- Develops sufficient subject-matter knowledge to provide accurate and reliable legal advice.
- Drafts legislation and amendments to legislation for legislators that accurately reflects their intent.

- Monitors the progress of assigned bills, substitutes, and amendments through the legislative process.
- May draft conference committee reports.
- Performs necessary research to determine the impact of proposed legislation on existing laws to avoid possible contrary or conflicting provisions.
- Conducts legal research for legislative committees, individual legislators, and other Legislative Council staff as requested. Writes legal memorandums.
- Responds to questions from legislators and legislative staff and communicates with affected state agencies and interested persons.
- Attends and gives counsel at legislative committee meetings. May conduct research as requested by the committee and respond to technical and legal questions.
- May assist members of the Legislature by being present to provide technical assistance on the House and Senate floors.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES THE EMPLOYEE SHALL EXHIBIT
IN THE POSITION:**

- Basic working knowledge of Michigan's legislative process and the structure and relationships of federal, state, and local government.
- Basic working knowledge of federal and state law and statutory construction principles.
- Knowledge of legal research sources and procedures and the application of legal research methods.
- Ability to learn legal drafting rules, applicable formatting procedures and language requirements.
- Ability to draft correspondence, memorandums, and legislation clearly and concisely in a manner to accurately complete bill requests.
- Ability to conduct legal analysis of statutes, rules, and judicial decisions and derive logical conclusions.

- Ability to communicate orally in a clear and concise manner and accurately respond to questions and other requests from legislators and committees for explanations of complex matters.
- Ability to develop and maintain expertise in assigned area(s) of law.
- Ability to function within a professional attorney-client relationship with legislators and legislative staff and have the temperament to communicate with a variety of personalities in a tactful, pleasant manner.
- Ability to prioritize multiple tasks, work efficiently within time constraints and deadlines, and handle stressful situations with minimum supervision.
- Ability to demonstrate excellent problem-solving skills, including assimilating oral and written data and analyzing facts.
- Ability to use a computer to draft bills and other documents, perform research, track bills, and communicate with other staff members and legislators.
- Ability to comfortably learn and use internal software programs and databases, including Microsoft Word, Outlook and Michigan Compiled Laws.
- Ability to remain objective, nonpartisan and professional regarding all legislative matters.
- Ability to work collaboratively and thoughtfully as part of a committed and integrated team environment.
- Ability to cultivate and maintain highly favorable public relations with coworkers and external customers.

MISSION STATEMENT PRINCIPLES AND GOALS:

- Displays a team-oriented attitude toward coworkers and other Legislative Council staff.
- Provides high-quality services and products to members of the Legislature and other customers.
- Acts in a professional manner.
- Takes initiative in improving one's knowledge, skills, and judgments so as to better serve the Legislature.

MINIMUM QUALIFICATIONS FOR THE POSITION:

- Possession of a Juris Doctorate degree from an accredited school of law with a minimum 3.0 GPA required.
- Membership in good standing in the State Bar of Michigan required.
- Excellent interpersonal and communication skills required.
- Excellent writing and research skills required, including knowledge of legal research resources.
- Previous legal work experience with state statutes, state government operations, and the legislative process desired.

NECESSARY SPECIAL REQUIREMENTS:

- Must be willing and able to work overtime and irregular hours as required, including evenings, weekends, and holidays.